

**CALIFORNIA DEPARTMENT OF TRANSPORTATION**  
**Division of Traffic Operations**  
**POSITION DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Transportation Engineering Technician	<b>DISTRICT/DIVISION/OFFICE</b> Traffic Operations	
<b>WORKING TITLE</b> Transportation Permit Writer	<b>POSITION NUMBER</b> 913-399-3175-035	<b>EFFECTIVE DATE</b>

**As a valued member of the Caltrans team, you make it possible for the department to improve the mobility across California by being innovative and flexible, working cooperatively with team members and others, and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.**

**GENERAL STATEMENT:**

Under the general direction of a Transportation Permits Manager (Senior Transportation Engineer), coordinates and administers matters pertaining to Transportation Permits.

**TYPICAL DUTIES:**

Percentage                      Job Description  
Essential (E)/Marginal (M) <sup>1</sup>

- 40%(E)      Researches proposed route to ensure that it can accommodate the extra-legal features of the load. Analyzes the applications to determine if the load and/or vehicle are correctly described and that the applicant is eligible for a permit.
- 40% (E)      Analyzes the ability of the hauling vehicle combination to accommodate the load, checks the allowable loading, and determines the permit weight classification. Coordinates the routing of inter-regional moves with the other regional office and intra-regional moves with local agencies when necessary. Records the approved route and pilot car requirements on the permit document, signs the permit, and distributes it to the permittee.
- 10%(E)      Assists applicants and Permit Services companies in determining alternate routing or proposed routing of future moves.
- 5%(E)      Confers with the California Highway Patrol and local law enforcement in the interpretation of the Permit Conditions, or the weight of various pieces of construction equipment. Answers questions from the public regarding permit policies and other questions.
- 5%(E)      Greets walk-in customers and offers help to them as necessary. Occasionally makes field trips on Permits business.

**SUPERVISION EXERCISED OVER OTHERS**

None. However, must be able to advise or instruct others regarding Transportation Permits matters.

**KNOWLEDGE AND ABILITIES REQUIRED (EDUCATION/EXPERIENCE) AND ANALYTICAL REQUIREMENTS**

Requires a thorough knowledge of the California State Highway System and general knowledge of local highway networks. Broad knowledge of heavy hauling equipment and heavy construction equipment is desirable. Must be able to meet with the public and communicate freely and effectively. Must have the ability to analyze situations and take effective action. Must possess sufficient engineering knowledge to understand the reasoning and the need for bridge classifications, and be able to apply this knowledge to vehicle loads. Must have sufficient engineering background to effectively communicate technical problems involving the Transportation Permits Program.

The Transportation Permits program is becoming more and more complex as larger and heavier loads are being transported. A considerable degree of analytical ability is required in order to determine safe routes for loads. The incumbent must analyze situations, recognize when applicants are attempting to circumvent permit requirements, and take appropriate action.

**CONSEQUENCES OF ERRORS/RESPONSIBILITY FOR DECISIONS**

Generally makes decisions and takes appropriate actions in the issuance of Transportation Permits. Is responsible for determining and checking routes for the safe movement of permit loads on State highways. Poor decisions and errors in judgment could result in injuries or fatalities to the traveling public, damage to State highway facilities, and increased costs to haulers and/or their clients.

**PUBLIC AND INTERNAL CONTACTS**

This position entails constant and extensive contact with the public. This position must maintain a good relationship with our customers, other Caltrans Permits personnel, various law enforcement agencies, city and county transportation permits staff, etc.

**COMPUTER SKILLS**

Should have working knowledge of computers. Working knowledge of Windows NT is desirable.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

**WORK ENVIRONMENT**

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Occasionally, employees may also be required to travel and work outdoors and be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Incumbent as essential employees will be required to work during times of "national emergencies and/or natural disaster".

I certify that I can perform the duties listed above with/without reasonable accommodation.<sup>2</sup>

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature      Date

I have discussed and provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor Name (please print)

\_\_\_\_\_  
Supervisor Signature      Date

<sup>1</sup> Refer to Appendix A to determine if a duty is essential or marginal.

<sup>2</sup> If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.